

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02/2006

OPEN TO: All interested Candidates

POSITION: Chauffeur, FSN-3

OPENING DATE: February 17, 2006

CLOSING DATE: March 10, 2006

WORK HOURS: Full-time; 44 hours/week

POSITION GRADE: Ordinarily Resident: FSN-3

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ABLE TO APPLY.

USAID/Malawi is seeking Ordinarily Resident citizen or individual with the required work permit for employment in country for the position of Chauffer in the Motor Pool Section.

BASIC FUNCTION OF POSITION

Drives a 4-wheel jeep, sedan or light truck in transporting personnel to and from appointments, office to residents and other errands as directed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Office on 01 772-455 Ext 116 or 117.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. **Education:** Completion of elementary school.
- B. **Prior Work Experience:** One to two years prior work experience as a chauffeur in a large company/organization driving VIPs.
- C. **Language Proficiency:** Limited knowledge of written and spoken English. To be able to understand and carry out verbal instructions and prepare simple reports. To be

able to communicate fluently in the local language.

D. **Knowledge:** Road Traffic Rules and Regulations of Roads of Malawi. Local road linkages to various cities and neighboring countries.

E. **Skills And Abilities:** Must have Class **C** or **CI** local driver's license. Three year accident free driving record. Basic mechanical skills

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. certificates, awards earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Executive Officer
USAID/Malawi
P.O. Box 30455
Lilongwe 3
Fax: (265) 01-772-455

POINT OF CONTACT

Human Resources Office
Telephone No. 01 772-455, Ext. 116 or 117

DEFINITIONS

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

CLOSING DATE FOR THIS POSITION: March 10, 2006

An Equal Opportunity Employer

Cleared: JMarks, EXO(draft)_____ Date (02/17/2006)